



# SOUND SYSTEM REQUEST FORM

**Please Print**

Person Requesting Service: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (work) \_\_\_\_\_ (cell) Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**SERVICE REQUESTED**

Full Sound System (includes)

- Sound Engineer will be on site to set up speakers, microphones, monitor sound system and break down equipment at the end of event.

**Fees for Full Sound System**

**\$50.00 for the 1<sup>st</sup> hour**

**\$15.00 for each additional hour**

*\*A quote and invoice will be provided for services.*

Portable Sound System (includes)

- No charge to use portable system
- Individual will be responsible to pick up, check out and return with Choctaw Video.

*\* Any damage to the Portable Sound System will be charged.*

*\* Sound Engineer is unavailable for portable.*

Description of Sound Services Needed:

\*All requests **MUST** be submitted to the Public Information Office at least **7 days** before the event.

\*Funeral request **MUST** be made during arrangements with Family & Community Services.

**SIGNATURE (REQUIRED)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*\*\* RETURN FORM TO THE OFFICE OF PUBLIC INFORMATION OR BY EMAIL TO:**

**diana.solomon@choctaw.org \*\*\***

**Office Use Only**

Date Received: \_\_\_\_\_ Initials \_\_\_\_\_

Approved  Disapproved  PI Manager \_\_\_\_\_ Date: \_\_\_\_\_